

Patrol & Investigative Report Writing

Hosted by



Course Goals:

This class, dedicated to assisting law enforcement personnel in writing an effective report. We will stress the understanding of the terminology and the principles of report writing.

Objectives:

This class will identify the characteristics of an effective report. We will look at the use of Who, What, When, Where, Why, and How. Writing the narrative.

Topics Covered:

Commonly misspelled words
Why we should write reports
Field notes and their value
Writing an effective report
Types of reports
What a report should contain

Date:

**Tuesday March 31, 2015
8:30 AM to 4:30 PM**

Training Location

**6011 North Chase road,
Newman Lake, WA 99025**

Cost:

\$150.00 per person

This course is beneficial for all civilian and sworn members of law enforcement.

When completed, fax the attached enrollment form to (706)-835-2303). If you have a questions please call John Grimes at (706) 781-1282.

Email: johngrimes@windstream.net

Spokane County Contact: Deputy Jeske 509-477-3211

Email: SCSOTraining@spokanesherriff.org

**JLG Training Associates Inc.
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